

**Page Denied**

Next 1 Page(s) In Document Denied

870543



OIT/TRIS

OIT 0221-87  
28 April 1987  
LOGGED

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: Edward J. Maloney  
Director of Information Technology

STAT SUBJECT: Establishment of the [ ] Mentor  
Awards Program in OIT

STAT 1. It is recommended that the [ ] Mentor Awards Program be  
STAT established in the Office of Information Technology to reward those  
STAT individuals who not only performed his/her own duties at the high standards of  
the Agency credo, but consistently worked and gave of themselves to bring out  
of [ ] the best performance in others. This Program will be dedicated to the memory  
of [ ] who, throughout his career, worked tirelessly so that others  
might succeed.

2. It is recommended that these awards be given annually in the amount  
of \$2,500 each. The grades of the nominees should be categorized as follows:

Level I - GS-13 - GS-15  
Level II - GS-10 - GS-12  
Level III - GS-09 - below

The intention is to make these Awards very competitive and difficult to  
achieve. It is anticipated that there would be three or four Awards per  
year. However, there may be years when there are no deserving winners. Our  
goal is to challenge our employees to step up to the enormous task of  
Mentoring.

3. The purpose of this Program will be to provide highly visible support  
to the first strategic objective of OIT: "to develop OIT's most important  
resource, its personnel." The force behind OIT's success is the commitment to  
excellence exhibited by its employees. Creating and maintaining such a spirit  
does not happen spontaneously, a fact underscored in the Agency's credo that  
we must seek out the best people and make them better. Thus, the Agency's  
success depends on the actions of individuals who go beyond personal  
achievements to help others realize their potential. Described alternatively

STAT      SUBJECT:  Mentor Awards Program

as mentors, coaches, and teachers, they help others to develop and improve, to understand the organization's values and objectives, and to accomplish those objectives. These individuals are found at every level of a dynamic organization, but their contributions often go unnoticed except by their immediate co-workers. This award will bring proper recognition to these workers and will emphasize to all employees the significance of the mentor's role.

4. Nominees for this award should exemplify many of the following characteristics:

- o Serves as a role model for others to emulate --- innovative, competent, future-oriented, pragmatic, open to advice from all directions, enthusiastic, and committed.
- o Personally exemplifies a commitment to excellence in performance of his/her own job (e.g. motivates others by example).
- o Recognizes the importance of people and, more importantly, works smartly to increase their value to the Agency.
- o Helps his/her co-workers to become better; brings out the full creative and productive capacities of the individuals in her/his group.
- o Assists colleagues to learn; helps by actual instruction or by facilitating steady growth of responsibilities.
- o Demonstrates in measureable ways the ability to recruit, employ, and retain quality employees for his/her unit and the Office. Expends quality time and effort to orientate, brief, and ease in new employees. Sustains a real interest in this activity throughout the year.
- o Demonstrates the ability to infuse the office with a zeal for finding ways to satisfy customers, increases the readiness of subordinates and peers to accept change, and exemplifies the values of the organization.
- o Demonstrates in meaningful ways the ability to listen, share ideas, and elicit a shared-responsibility environment.
- o Encourages people to care about what they are doing; inspires them to do it more effectively, with higher quality.

STAT

SUBJECT:  Mentor Awards Program

- o Instills a sense of confidence among co-workers in their own abilities.
- o Encourages risk taking, supports good tries.
- o Encourages a spirit of team play and group excellence.
- o Inspires an environment of innovation.

5. It is recommended that this program be structured as an annual award. All OIT employees, regardless of grade or position, should be eligible for nominations. Moreover, nominations could be submitted by any OIT employee. All nominations would be sent directly to a special panel appointed by D/OIT. Recommendations for winners would be made to D/OIT by the panel. Presentations of the awards would be made at a special annual ceremony in the CIA auditorium.

STAT

6. Your approval is requested to establish the  Mentor Awards Program in OIT.

STAT

Edward J. Maloney

STAT

## ATTACHMENTS:

- A. Biography of
- B. Background Material

STAT

CONCUR: \* OIT must fund.

Deputy Director for Administration

11 May 87  
 Date

STAT

APPROVED: \*

Director of Personnel

June 15 1987  
 Date

\*Subject to procedures for nominations and approvals being worked out with Awards Branch, Office of Personnel.